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*Follow-up 8/41*

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31 July 1961

TO :  CIA Records Administration Officer, DDS

SUBJECT: Interim reply to I. G. Query About Use of Form 1225

1. The Agency Top Secret Control Officer (TSCO) has agreed to study the applicability of Form 1225 to other parts of the Agency. Along with this, he plans to evaluate all forms used for Top Secret Control in the Agency. He will let us know on/about 1 October 1961 the results of his study.

2. It is interesting that in February 1961 the TSCO published a Guide For Area Top Secret Control Officers, in which Form 1225 was listed as one of the forms that could be used in the Top Secret Control System. To the best of his knowledge the only office using the form at this time is the Office of Logistics.

3. Once the results of the study are in we will be in a position to recommend whether Form 1225 should be used in other parts of the Agency or in the Office of Logistics only.

4. I have asked  to put a 1 October 1961 suspense on a report from the TSCO.



*The I.G. recommendation was:*

*The Agency Top Secret Control Officer study the applicability of Form 1225 to other parts of the Agency and either promote its general use or inform the Office of Logistics that it should be redesignated as an internal Logistics record*

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*\* To best of knowledge of TS, the following are the forms used for Top Secret Control:*

*FORMS 312, 1225, 311, 36, 238 and 1169, 1169a - This does not include the Top Secret Routing Sheet (26) but includes those used to log TS documents.*

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